



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM

No. 09-286 s. 2026

To: Asst. Schools Division Superintendent
Members of the Division HRMP SB
All Elementary and Secondary School Heads
This Division

**CALL-UP OF APPLICATION OF THE REMAINING UNFILLED VACANT POSITION OF
THE SCHOOL GUIDANCE ASSOCIATE I**

1. In adherence to the Department of Education's principle of merit and fitness, we are pleased to announce the reopening of submission of applications of the School Guidance Associate I position published in the Civil Service Commission official website.

2. Refer to the following positions and CSC minimum Qualification Standards (QS):

Position	Education	Training	Experience	Eligibility
School Counselor Associate I	Bachelor's Degree in Guidance and Counseling or Psychology; or any Bachelor's Degree with at least eighteen (18) units of courses in Guidance and Counseling or Psychology; or any related Bachelor's Degree with a minimum of eighteen (18) units of Behavioral	None required	None required	Career Service (Professional)/Second Level Eligibility





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	Science courses that shall include 200 hours of supervised practicum or internship experience on guidance and counseling, preferably in a school or community setting			
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3. All qualified applicants regardless of gender, status, religion, persons with disability (PWD), members of the LGBTQA+, SOGIE and the likes. Applicants are also required to submit hardcopies of the following mandatory documentary requirements for application to the Records Unit on/ before September 29, 2026.

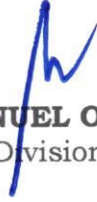
- a. Letter Intent addressed to the Schools Division Superintendent
MANUEL O. CABERTE
Schools Division Superintendent
- b. Duly accomplished Personal Data Sheet (CS Form 212 Revised 2025) with work experience sheet.
- c. Photocopy of valid and updated PRC License
- d. Photocopy of proof of Eligibility
- e. Photocopy of TOR with CAV
- f. Photocopy of certificate/s of training (if applicable)
- g. Photocopy of Certificate of Employment, Contract of Service, duly signed Service Record whichever is applicable.
- h. Photocopy of latest appointment, if applicable
- i. Photocopy of the Performance Rating in the last rating period covering one (1) full cycle in the current/ latest position prior to the deadline of submission if applicable.
- j. Checklist of the requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy concept form pursuant to RA 10173 (*Data Privacy Act of 2012*)
- k. Other documents as may be required by the HRMPSB for Comparative Assessment, including but not limited to:
 - i. Means of Verification or (MOV's) showing Outstanding Accomplishment, Application of Education, and



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Application of Learning and Development reckoned from the date of the last issuance of appointment and

- ii. Photocopy of the Performance Rating obtained from the relevant work experience, if Performance rating in item (i) is not relevant to the position to be filled, if applicable.
- 5. Interview and practical exam will be announced later. All qualified applicants will be notified thru call or text from HRMPSB secretariat for the details.
- 6. Late and incomplete submission of required documents will not be accepted and considered disqualified.
- 7. For immediate and wide dissemination.


MANUEL O. CABERTE
Schools Division Superintendent

Encls.: None

References: DepEd order no. 07, s. 2023
DepEd order no. 20, s. 2024
DepEd order no. 21, s. 2024

To be indicated in the
Perpetual index under the following subjects:
HRMPSB **PRIME-HRM RSP**

OSDS/rmboncaros
09/23/2026